CHRIS User ID Request

New Account	Modify Account	Remove All CHRIS Access	Date Action Required:

User Information

Full Name (Last, First MI):		E-mail Address:
Organization:	Office Phone:	Fax Number:
DOE Employee Contractor Detailee from:		Sponsor (if Contractor/Detailee):
Are you a US Citizen? Yes No		If no, country of citizenship:

User Agreement/Authorization

I agree I will use CHRIS for official Government business only. I understand any other use of CHRIS is prohibited by law (Section 641, Title 18 U.S.C.) and could result in suspension or dismissal. I will protect my password, keep it secret, and allow no other person to access it. I will immediately notify the applicable point(s) of contact of any change in my organization or employment status, so appropriate action can be taken regarding my CHRIS User ID. I will not attempt to use my CHRIS User ID to access CHRIS subsequent to the termination of my employment at the U.S. Department of Energy or as a U.S. Department of Energy-supporting contractor or detailee. I understand the limitations and restrictions imposed on the use of my CHRIS User ID by Classification, Sensitivity, and the Privacy Act of 1974.

Signature of User	Date

Access Requirements - POINT OF CONTACT USE ONLY

I hereby certify the user requesting CHRIS access is a U.S. Department of Energy employee or an authorized contractor employee working under a current U.S. Department of Energy contract requiring CHRIS access. In the case of contractor employees, I have ensured this contractor is aware of responsibilities associated with reviewing references and backgrounds of employees to a depth commensurate with the involvement and sensitivity of data to be handled and the risk/magnitude of loss or harm.

Access required to Subagency Code: _____ (NOTE: This is usually the subagency code of the servicing HR office)

Employee ID (CHRIS EMPLID) _____ (NOTE: Use the DOE Sponsor's EMPLID, if employee is a contractor or detailee from another DOE subagency or federal agency).

Human Resources (check one)
    Remove Current Access   Authorization Signature of HR POC/Date
    Enter
    View Only
    SF52 Personnel Action Tracking System (check one)
        Personnel Office
        Originating Office

Training (check one):
    Remove Current Access   Authorization Signature of Training POC/Date
    Level II: Site System Expert
    Level III: Course/Session Coordinator
    Level IV: Enrollment

Benefits (HQ Payroll Office only)
    Remove Current Access   Authorization Signature of Benefits POC/Date
    Enter

Manage Competencies
    Remove Current Access   Authorization Signature of Manage Competencies POC/Date
    Enter

CHRIS USE ONLY: User ID/Password: _____   CHRIS Updated: [ ]   Security Log Updated: [ ]
Notice Sent to PROJ ADM: [ ]   Email List Updated: [ ]   Address Books Updated: [ ]   Account sent to user: [ ]